

STATEMENT OF WORK (SOW)

Security Assistance (SA) Case Manager

A.1. Background Information

A.1.1. Security Assistance (SA) is the primary method used to carry out U.S. foreign and national security policy through the transfer of defense articles, defense services, military training, and economic assistance. SA is addressed in a statutory sense throughout the Foreign Assistance Act of 1961, as amended (FAA), and the Arms Export Control Act, as amended (AECA).

A.1.2. The intent of this contract is to obtain the services of qualified individual(s) to provide a cost effective means to accomplishing the SA mission within Soldier Biological Chemical Command, Rock Island (SBCCOM (RI)).

A.2. Government Furnished Property, Facilities, Equipment and Services:

A.2.1. The Government will furnish all facilities, utilities, equipment, furniture, technical manuals, and supplies required to perform the services called for in this contract when performing at the Rock Island SBCCOM site.

A.2.2. The Contractor is responsible for all Government furnished property (GFP) and shall sign for such property on a DA Form 3161, Request for Issue or Turn-in. All property on short-term loan will be returned when not in use.

A.2.3. All accountable property loaned to the Contractor will be returned to the Government upon termination or completion of this Contract. A joint Inventory will be completed to document return of all equipment. The Contractor shall be liable for replacement, or cost for replacement, of any lost non-expendable GFP as determined by Report of Survey conducted by the Government to determine the liability of the lost GFP.

A.3. GENERAL

A.3.1. Contractor furnished property, facilities and equipment are not normally required in the performance of services called for in this contract, except for personal safety items. The Government assumes no responsibility for Contractor owned property.

A.3.2. The Contractor shall perform assigned SA mission work within the Continental United States (CONUS).

A.3.3. Conduct: Contractor personnel shall not release any proprietary information or any source selection information obtained during the course of performance of this SOW. Contractor personnel shall be bound by AR 25-55, Joint Ethics Regulations, DoDD 5500.7 and 5 CFR Part 2635, et seq., and the provisions of FAR and its supplements. Contractor personnel shall not have any conflict of interest with potential offerors for items/services related to this SOW. Contractor personnel shall sign certifications concerning conflicts of interests, nondisclosure and rules of conduct as required during the performance of this SOW. The contractor shall adhere to the Joint Ethics Regulation as covered in DOD 5505.7-R dated Aug 93, and other applicable Federal, State, and Local laws. The offeror and the resulting applicant(s), if any, must not deal with any FMS files with a contractor with whom the offeror/applicants has a financial interest.

A.3.4. The contract services shall be provided at the Rock Island site. The contractor(s) must perform the SA duties on site, at SBCCOM (RI), or alternate work site, which cannot exceed a 50-mile radius of RIA, at least 90 percent of the work year. No more than 30 percent of the work-year may be performed at the alternate work site. Travel in support of the SA mission will be considered on site for the purposes of meeting the 90 percent requirement. The contractor(s) shall be available as necessary to perform the duties as described in the SOW, and will work a tour of duty consistent with the operations of the work site. The contractor(s) shall remain flexible regarding hours to meet extraordinary mission requirements. For purposes of the contract, a work year will be defined as 2088 hours per year, or one-man year. Job sharing (maximum of 2 people) will be permitted to fulfill the one-man year requirements of this SOW.

A.4. Tasks to be performed:

A.4.1. The Contractor shall be responsible for the manner and method in which this SOW is performed. The Contractor shall coordinate with the Contracting Officer Representative (COR) and responsible SA Manager to discuss SA policies and procedures in the execution of this SOW.

A.4.2 The contractor must be skilled in logistics management and fully knowledgeable in security assistance procedures, methods, techniques, regulations, policies, and programs in order to ensure protection of the interests of both the U.S. Government and foreign countries. The contractor must have working knowledge of funding and logistics management matters to include procurement, production, maintenance, transportation, training, facilities operation, protocol, and management information systems.

A.4.3.1. Operation - The Contractor shall coordinate with United States Security Assistance Command (USASAC) and Defense Finance and Accounting Service (DFAS) in support of the SBCCOM SA mission as required.

A.4.4. Customer services - The Contractor shall be helpful, timely and courteous in providing FMS support to USASAC case managers and other SBCCOM customers.

A.4.5. Case Management

The contractor shall manage assigned SA programs. In performing this responsibility, the contractor shall coordinate and monitor sensitive and routine actions involving case preparation, management and closure actions. The contractor shall participate in conferences held with DA activities and/or foreign governments as directed by the Contacting Officer or COR.

A.4.5.1. The contractor shall have knowledge of the mission and functions of the Security Assistance Management Office within SBCCOM and have knowledge of the analytical and fact-finding techniques required to plan, develop and staff SA policies and procedures as it relates to logistical support. The contractor shall interpret policy and provide technical guidance concerning the requirements of individual programs and systems. The contractor shall integrate individual programs into an overall materiel support effort. The contractor shall ensure that it is fully informed of the status of open or pending cases for all countries within assigned programs.

A.4.5.2. The contractor shall obtain pricing and availability data for assigned cases. This responsibility begins with case implementation (or receipt of funded requisition) and ends with code 30 entries in Case Closeout Program Execution System (CCOPES). The contractor shall coordinate and monitor all phases of materiel and financial support for SA customers. This shall include processing inquiries and requests for materiel and services, obtaining and reviewing price and availability data to ensure that materiel and regulatory requirements are met, negotiating substitutions and price adjustments as required, and preparing and forwarding pricing and availability data to the requesting command. It shall also include the initiation of funding request actions upon receipt of requisition identification and follows up to ensure that the supplying agencies are performing in accordance with SA program requirements. The contractor shall provide integration of foreign military sales (FMS) requirements and logistical support requirements for fielded items. The contractor shall plan, develop, and staff procedures relating to a total package approach philosophy. The contractor shall coordinate/manage uncommon/nonstandard requisition items.

A.4.5.3. The contractor shall provide assistance to foreign governments and international organizations, through appropriate channels, relative to procedures for equipping and maintaining forces under the military assistance programs.

A.4.5.4. The contractor shall analyze the performance of activities to assure that commitments to foreign governments are met in accordance with program provisions. The contractor shall review system-wide operations and recommend changes in policy or procedures to ensure effective materiel support. The contractor shall attend conferences at

higher headquarters, other agencies, and the field level on matters related to materiel support of assigned items. The contractor shall participate as an SBCCOM representative in conferences with personnel of DA activities and/or foreign governments, as required. Provides pricing and availability data to request revisions to programs as necessary to reflect changing requirements or conditions.

A.4.5.5. The contractor shall research CCSS files to obtain logistics data to investigate standard item requisition discrepancies. Correct the Document Control File (DCF) file if necessary.

A.4.5.6. The contractor shall provide input to staff action correspondence research case files and databases for information required for special reports. All correspondence including reports and briefings to be presented to management will represent complete staff work and convey the most factual and current information available.

A.4.5. 7. The contractor shall develop and maintain the Logistics Data File on individual foreign country military tactics and logistics support concepts for use in the developing of the FMS Materiel Requirements Lists (MRL's). The contractor shall update FMS MRL's as changes are directed by Army authorization documents, other commands, and other services/agencies.

A.4.5. 8. The contractor shall maintain visibility of systems under development to assure consideration of Foreign Military Sales (FMS) requirements.

A.4.5. 9. The contractor shall update and maintain historical record of issues of items to foreign countries.

A.4.5. 10. The contractor shall provide identification and price of publications for items to be listed on FMS offers.

A.4.5. 11. The contractor shall manage and control the deployment of quality assurance teams (QAT's) from case preparation through post deployment briefing for SBCCOM managed FMS Letters Of Acceptance (LOA's).

A.4.5. 12. The contractor shall initiate requests for concurrent spare parts (CSP), and maintenance support items (MSI) under the FMS LOAs and process the appropriate CCSS application. The contractor shall review all output data for completeness and adequacy of support in conjunction with maintenance review. The contractor shall provide dollar values and transmit data to USASAC or other Major Subordinate Command (MSC) case manager.

A.4.5. 13. The contractor shall maintain the supportability list for items. The contractor will update the list every quarter if required.

A.4.5. 14. The contractor shall coordinate the initiation of a System Support Buy Out

(SSBO) action for SBCCOM managed end items being deleted from U.S. Army supply system. The contractor shall prepare and forward SSBO to USASAC-NCAD 2 years before supportability date ends.

A.4.5. 15. The contractor shall coordinate and disseminate malfunction/Safety Of Use Messages (SOUM) involving SBCCOM managed materiel supplied to SBCCOM FMS customers. The contractor shall notify customers of resolutions and provide clear guidance for required in-country actions.

A.4.5. 16. The contractor shall routinely forecast cases for closure in the CCOPES as directed by USASAC at NCAD. The contractor shall initiate proper funding requests to obtain final cost of the cases and ensure that all necessary actions have been completed to resolve billing problems. As a final step to case closure, the contractor shall update the automated CCOPES system with the code 30 to identify as logistically complete. The contractor shall submit appropriate documentation to DF AS-St. Louis to initiate final billing action when required. The contractor shall update the ADP records when the case folder is received for closeout, certify the shipping and billing records in CCOPES, and submit the certification to DFAS-DE. The contractor shall process folders for records holding by the end of each calendar year. The contractor shall develop and maintain various records for managing CCOPES and monitor the percentage completed on a monthly basis to ensure that at least 85 percent of the monthly goal is met.

A.4.5. 17. Process off-line requisitions. The contractor shall receive the exception data A05 and process the A05 to distribution management center to update the system. The contractor shall keep a copy in the case folder and maintain a file folder copy.

A.4.5.18. The contractor shall monitor Repair & Return Issues for assigned Maintenance Support Agreements.

A.5. Travel

A.5.1. In support of the "Tasks to be performed" paragraph A.4, the Contractor may be required to travel to accomplish the terms of the SOW within the contract. Travel destinations/dates will be determined over time. The Contractor shall secure approval from the Contracting Officer's Representative (COR) prior to the performance of any travel. A separate Travel Scope of Work will be forthcoming.

A.5.2. All temporary travel shall be arranged by the contractor and be at fair and reasonable costs to the Government. When commercial air carrier and commercial ground transportation are used, they shall be the most reasonable available to accomplish the mission. When the Government gives the contractor sufficient notice, the lowest possible commercial airfare shall be used. The contractor shall strive to stay within established Government Per Diem rates for meals, lodging, and miscellaneous items at the travel destination. Also, mileage rates for personal vehicle use to accomplish temporary of site travel shall comply with established Government rates.

A.5.3. The invoice submitted for payment of travel cost shall include a copy of the associated receipts for commercial carrier costs, ground transportation cost, and lodging. In addition, copy of all expense items in the amount of or exceeding \$75 shall be included. The contractor shall provide a copy of each required receipt, with the DD 250, to the COR within 10 days after travel completion, for payment, and shall be reimbursed via DD 250 which shall be approved by the COR. A copy of the approved DD 250 shall be submitted to AMSTA-CM-CREC, TACOM – ROCK ISLAND, for the official contract record. The travel will be reimbursed against a cost-reimbursable CLIN. No G&A or profit will be allowed against the travel CLIN.

A.5.4. The contractor shall document the results of temporary travel by preparing a report of travel. As a minimum, the report shall identify destination, purpose, accomplishments, and open issues/actions. The contractor's format shall be used. Reports of travel shall be submitted to the COR.

E.1. INSPECTION AND ACCEPTANCE: Inspection and acceptance sites: The inspection and acceptance site for all efforts provided under this contract shall be the SBCCOM at Rock Island, Illinois.

E.2. APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE: The Contracting Officer will designate an individual(s) to act as the COR(s) under this contract. Letter from the Contracting Officer will designate such representative(s) with an information copy to the Contractor. The COR(s) will represent the Contracting Officer in the technical phase of the work, but will not be authorized to change any of the terms and conditions of the contract.

E.3. ACCESS TO PROCEDURES, RECORDS, DATA AND FACILITIES: The Contractor shall allow the Contracting Officer or their duly authorized representative(s) access to and rights to examine any documents or records related to this contract.

E.4. INSPECTION AND ACCEPTANCE PROCEDURES: The Government will have the right to conduct surveillance of the Contractor's performance including services rendered and any documentation or written material in support thereof under this contract. The contractor's progress will be evaluated from the Specific Tasks outlined in Section A-4 of this SOW. The Quality and effectiveness of contractor's output will be judged by the quality of written documents, and the progress of the mission, as defined by the SOW. The Contracting Officer's Representative will conduct such surveillance of the Contractor's performance under the contract as determined appropriate and necessary. The Contracting Officer will exercise these responsibilities through its staff and in connection with any related agencies necessary to ensure that the standards set forth herein are met.

E.4.1. The requirements set forth in this contract shall be the criteria by which the Contractor's performance shall be inspected. These requirements may either be in full text or incorporated by referenced regulations, technical manuals, etc.

E.4.1.2. Government Surveillance personnel will monitor the Contractor's performance by physical inspection, review of reports/documentation, or by the Daily Information Summaries (DISUM) processed.

E.4.1.3. When Government surveillance personnel find deficiencies, the Contractor shall be so advised verbally and in writing. As directed by the Contracting Officer or their representative(s) the Contractor shall promptly take the necessary action to ensure against any future deficiency.

E.4.1.4. Acceptance will be by submission of biweekly DD Forms 250 (Material Inspection and Receiving Reports) and will be F.O.B. Destination.

SOW FOR CONTRACTOR TRAVEL

The contractor shall conduct off site temporary travel as required to accomplish the technical support SOW within the contract. Since the need for travel is established as the SOW tasks evolve and develop, exact travel requirements cannot be specified herein. The projected travel for the contract period ending Sep 01 is as follows:

<u>Destination</u>	<u>*Transportation</u>	<u>Per Diem x Days</u> <u>+ Expenses</u>	<u>Total</u>	<u>Trips</u>
USASAC-NCAD				(2 people 2 trips)
DFAS-ST. LOUIS				(1 person 1 trip)

*Includes car rental.

Grand Total

Although these travel projections are included, the contractor shall determine actual travel requirements needed to accomplish the SOW. Accordingly the contractor may vary the number of trips, travel destination, and duration of travel from these projections to accomplish the contract SOW within the total estimated costs. The contractor shall notify the contracting officer when 75 percent of the total estimated costs or travel has been reached.

All temporary travel shall be arranged by the contractor and be at fair and reasonable costs to the government. When commercial air carrier and commercial ground transportation are used, they shall be the most reasonable available to accomplish the mission. The contractor shall strive to stay within established Government Per Diem rates for meals, lodging, and miscellaneous items at the travel destination. Also, mileage rates for personal vehicle use to accomplish temporary off site travel shall comply with established Government rates.

The invoice submitted for payment of travel costs shall include copy of the associated receipts for commercial carrier costs, ground transportation cost, and lodging. In addition, copy of all expense items in the amount of or exceeding \$75 shall be included. The contractor shall provide copy of each invoice and required receipts to the contracting officer within 10 days of submission for payment.

The contractor shall document the results of temporary travel by preparing a report of travel. As a minimum, the report shall identify destination, purpose, accomplishments, and open issues/actions. The contractor's format shall be used. Reports of travel shall be submitted to the contracting officer.

Attachment002

Hancock Management LLC
21 Sep 2000

Pricing Proposal

HMLLC Proprietary

Pricing Proposal

Hancock Management LLC (HMLLC)
Proposal For Program Support and Management Services
Security Assistance (SA) Case Manager

GSA Schedule GS-10F-0296K

<u>Labor</u>				
<u>Labor Category</u>	<u>Hours</u>	<u>FY</u>	<u>Proposed Price</u>	<u>Amount</u>
Junior Management Consultant	1888	01	*\$38.13	\$71,989
Additional Performance Periods				
Junior Management Consultant	1888	02	*\$38.65	\$72,971
Junior Management Consultant	1888	03	*\$39.72	<u>\$74,991</u>
Total for all 3 years				\$219,951

* Proposed Price is a one time reduction from the FY01, FY02 and FY03 Schedule Prices and includes the GSA Industrial Funding Fee.

<u>Travel Estimate</u>				
<u>Destination</u>	<u>*Transportation</u>	<u>PerDiem x 3 Days</u>	<u>Total</u>	<u>x 4 Trips</u>
USASAC-NCAD	\$1,000	(\$148 x 3)=\$444	\$1,444	\$5,876 (2 people x 2 trips)
DFAS- St Louis	\$500	(\$148 x 3)=\$444	\$944	\$ 944 (1 person x 1 trip)
* Includes rental car.			Yearly Total	\$ 7,820
Total for all 3 years (FY01, FY02, FY03)				\$ 23,460
No G&A or Profit are allowed on travel.				